

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

June 11, 2009

SUBJECT: REQUEST FOR LEAVE OF ABSENCE PROCEDURES AND REQUEST FOR LEAVE OF ABSENCE, FORM 01.36.00, - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: This Order revises military and disability leave procedures in Department Manual Section 3/730.10. The Request for Leave of Absence, Form 01.36.00, is revised to reflect Department Manual Sections 3/730.20 and 5/01.36.00.

PROCEDURE:

I. REQUEST FOR LEAVE OF ABSENCE. The "Note" in Department Manual Section 3/730.10, under "Commanding Officer, Personnel Division-Responsibility" has been revised as follows:

Note: All military leaves are processed by Personnel Records Section, Personnel Division, and disability by pregnancy or child birth exceeding 120 days are processed by Medical Liaison Section, Personnel Division.

II. REQUEST FOR LEAVE OF ABSENCE, FORM 01.36.00 - REVISED. The Request for Leave of Absence, Form 01.36.00, has been revised to include the following:

- * "C.S. Class" is changed to "Rank/PG";
- * Residence address and phone number boxes have been deleted;
- * The instructions in the "Military" section now read: "Attach three (3) certified copies of the military orders (certified copies are signed by a commissioned officer and signed copies shall include their rank).";
- * Added to the "Military" section is: "Address while Deployed (include City, Zip code, and area code/phone number)";
- * The instructions above the signature block have been removed; and,
- * The signature blocks now include: The Commanding Officer, Personnel Group; the Commanding Officer, Administrative and Technical Services Bureau; and the Director, Office of Support Services.

The use and distribution of this form has not changed.

AMENDMENTS: This Order amends Section 3/730.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive, in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

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